

## OM Position Actions Descriptions (listed by action reason code)

Action	Action Code	Description
Create New Position	100	This action establishes a new position. SAP will automatically assign a position number.
Re-Establish Position	102	This action reactivates a currently abolished position. This action is only appropriate when the position has actually been abolished. A new position number is assigned and the previous position number will be referenced for historical purposes.
Reallocate position up	103	This action is used when assigning an existing position from one job (class) to another at a higher salary grade and range. The position number does not change on this action.
Reallocate position down	104	This action is used when assigning an existing position from one job (class) to another at a lower salary grade and range. The position number does not change.
Reallocate position horizontal	105	<p>This action is used when the assignment of a position from one job (class) to another at the same salary grade and range is required. The position number does not change. Examples include</p> <ul style="list-style-type: none"> <li>Title changes but grade stays the same</li> <li>FR (pay grade type 3) to graded</li> <li>Graded to FR</li> <li>FR to FR</li> </ul> <p>To move from one type to the other type, use <i>only</i> Reallocate position horizontal (action 105). The following types are examples of moving from one type to another type:</p> <ul style="list-style-type: none"> <li>Graded to Banded</li> <li>Banded to Graded</li> </ul> <p><i>After</i> the position has been switched from graded to banded apply the following note:</p> <p><b>NOTE:</b> If the job (class) is banded (Pay grade type 2), determine if Up, Down, or Horizontal based on the Journey Market rates. The Journey rate is the reference salary stored for Level J of the job (class). Compare the J level of the old job to the new job. If higher, it is a Reallocate-up. If lower it is a Reallocate-down. If it is the same, it is a Reallocate-Horizontal.</p>

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Position adjustment from Authorization	106	This action is used to assign a position to a job (class) that is different from the one used in the funding action. This action is essentially a specialized reallocation action. It is used only on positions authorized by the General Assembly. The position number does not change on this action.
Reallocate Position Differential	107	This action is used when the assignment of a position to a job (class) at a higher salary grade and range is required due to recruitment or retention problems at a specific location. The position number does not change.
Remove Position Differential	108	This action is used to return a position to a classification with a lower (normal) salary grade when the higher grade is no longer needed. The position number does not change.
Position Transfer	113	This action will move a position from one Org unit to another Org unit. The move may involve a change in the Cost Distribution, Org unit, supervisor, or the County. The Org unit numbers must change. The position number does not change.
Position Hours Change	115	This action is used to change the number of hours per week of a part-time position (less than 40 hours per week) which does not change the appointment type (Employee Group field) and the FLSA rules for the position (Employee Subgroup field). The position number does not change.
Position Employee Group/ Subgroup Change	116	This action is used when a change occurs to the appointment type or a FLSA overtime calculation rules for a position. The position number does not change.
Position County Change	122	This action is used to change the assigned location (county) of a position. Often a funding changes when the county is changed. The position number does not change.
Change Supervisor of Position	124	This action is used when changing a supervisor within the <u>same</u> org unit. The position and org unit numbers do not change.

**Note:** To **abolish** a position, please submit a ticket to BEST Shared Services. You should first ensure the position is vacant. Include the position number and the effective date of the abolish action when you submit the ticket to BEST.